

## MIAMI TOWNSHIP BOARD OF TRUSTEES

MARCH 15, 2016

The Miami Township Board of Trustees met in regular session on March 15, 2016 at 7:00 PM. Trustee Karl Schultz called the meeting to order. A Boy Scout Troop led the Pledge of Allegiance. The invocation was given by Ken Tracy. Fiscal Officer Mr. Ferry called the roll. Attending were Trustees Karl Schultz, Ken Tracy and Mary Makley Wolff. Mr. Tracy made a motion to approve the minutes of the February 16, 2016 business meeting and the March 7, 2016 work session, seconded by Ms. Wolff with all voting "AYE".

**Correspondence:** None

**Special Personnel Action:** Mr. Wright advised the Board that Mr. Jake Dold has passed his background check and drug screening and is recommending the Board grant final employment to Jake Dold for the position of full time Police Officer with an eighteen month probationary period, at a starting pay rate of \$27.93 per hour with a starting date of April 1, 2016.

Mr. Tracy made a motion to approve this personnel action, seconded by Ms. Wolff with all voting "AYE".

**Proclamations and Special Presentations:** Assistant Police Chief, Mike Mills, asked the Board, Fiscal Officer and Administrator to come down and asked Jake Dold, his wife and family to come forward. Assistant Chief Mills explained the process of hiring and gave background on Jake Dold. Assistant Chief Mills also noted Jake's other family members in the audience. Mr. Braun, Township Law Director, administered the oath of office. Jake's wife, Brittany, pinned Badge #19 on Jake. Assistant Chief Mills introduced Miami Township Police Officer, Jake Dold.

Ms. Stacy Mathis, Kyle Lisk and Elizabeth Conley, of the Partners for a Drug Free Milford Miami Township, came forward to speak about projects they have been working on. The first project they spoke of is regarding "Parents Who Host Lose The Most", a subject about parents who allow underage drinking and/or drug use in their homes. Stacy Mathis invited the public to a free talk about this program on April 7<sup>th</sup> at 7:00 p.m. at the Milford High School Cafeteria. Stacy Mathis also noted she is a part of Community United and they will be having guest speaker George Foster on Monday, April 25, 2016 and they will be celebrating all of the adults that are an inspiration in the lives of young people. Stacy Mathis thanked Will Menz and all of Miami Township for supporting them with their public service announcements.

Mr. Britton Mullen came forward to discuss an Eagle Scout project he would like to do. Britton would like to build stairs up the hill, behind the Leming House. The Board thanked Britton for his commitment and look forward to seeing the finished project.

Mr. Jack Harold came forward to discuss an Eagle Scout project he would like to do. Jack would like to create an area to sit outside to enjoy nature. This would be done behind the Civic Center outside of the Senior Center. The Board thanked Jack for his commitment and look forward to seeing the finished project.

**Department Reports:** A representative of each department presented a report of activities during the month of February 2016

|                       |                       |
|-----------------------|-----------------------|
| Community Development | Mr. Elliff            |
| Finance               | Mr. Ferry             |
| Fire/EMS              | Chief Kelly           |
| Police                | Assistant Chief Mills |
| Recreation            | Mrs. Thibodeau        |
| Service               | Mr. Musselman         |
| Administration        | Mr. Wright            |

## MIAMI TOWNSHIP BOARD OF TRUSTEES

MARCH 15, 2016

**New Business:** Mr. Tracy made a motion to pay the bills of the Township with 230 checks numbered 123390 - 123620 and 11 electronic checks numbered 719 - 730 for the total amount of \$946,109.91 plus payroll and payroll taxes for the week of 02/13/2016 in the amount of \$368,167.58 and payroll and payroll taxes for the week of 02/27/2016 in the amount of \$395,119.30, seconded by Ms. Wolff with all voting "AYE".

Mr. Wright advised of the need for a Then and Now Certificate in the amount of \$96,232.51.

Ms. Wolff made a motion to adopt Resolution 2016-16 a resolution authorizing the township Fiscal Officer to issue and certify a Then and Now Certificate for payment of various expenditures totaling \$96,232.51 and dispensing with the second reading, seconded by Mr. Tracy with all voting "AYE".

Mr. Wright recommended the Board take action on the following personnel items: In the Fire/EMS Department to accept the resignation of Robert Williams from his position as a part-time Firefighter/Medic effective February 29, 2016.

Ms. Wolff made a motion to approve the Fire/EMS personnel action as presented, seconded by Mr. Tracy with all voting "AYE".

In the Police Department to accept the resignation of Aimee Reynolds from her position as Police Facility Maintenance effective March 11, 2016.

Mr. Tracy made a motion to approve the Police personnel action as presented, seconded by Ms. Wolff with all voting "AYE".

In the Fire/EMS Department to release Simon Higgenbotham and Christopher Day from their one-year probationary period as part-time Firefighter/Medics effective March 27, 2016 and to adjust their hourly compensation as follows: Christopher Day FF2/Medic - Base rate of \$16.18, with a daytime differential of \$20.39 and a nighttime differential of \$17.51 and Simon Higginbotham FF1/Medic - Base rate of \$15.70, with a daytime differential of \$19.91 and a nighttime differential of \$17.03.

Ms. Wolff made a motion to approve the Fire/EMS personnel action as presented, seconded by Mr. Tracy with all voting "AYE".

In the Service Department to grant conditional offer of employment to Patrick Race for a part-time position.

Mr. Tracy made a motion to approve the Service personnel action as presented, seconded by Ms. Wolff with all voting "AYE".

In the Recreation Department to grant conditional employment to Caleb Cambron, Maddy Hammons, Margot Hammons and Maxwell Steinmets as YELL Program Volunteers.

Ms. Wolff made a motion to approve the Recreation personnel action as presented, seconded by Mr. Tracy with all voting "AYE".

Mr. Wright presented a proposal from Anago Cleaning Systems for cleaning services at the Police Department and the Administration side of the Civic Center. Anago's proposal is \$28,150.00 annually which would save the Township approximately \$27,000 a year over a full time employee with benefits costing the Township \$55,144.58 annually. Mr. Wright is recommending the Board approve an agreement with Anago Cleaning Systems for cleaning services for the Police Department and the Administration offices in the Civic Center and to authorize the Township Administrator to sign any documents on behalf of the Board.

## **MIAMI TOWNSHIP BOARD OF TRUSTEES**

**MARCH 15, 2016**

Mr. Tracy made a motion to approve an agreement with Anago Cleaning Systems for cleaning services for the Police Department and the Administration offices in the Civic Center and to authorize the Township Administrator to sign any documents on behalf of the Board, seconded by Ms. Wolff with all voting "AYE".

Mr. Wright advised of Fire Department capital purchases that were discussed at the March 7<sup>th</sup> work session. The first is to spend up to \$90,000.00 to purchase three (3) Stryker Powerload Patient Transport Systems. The total cost would be \$119,000.00 however the department received \$29,000.00 from the Bureau of Worker's Compensation Grant towards the purchase of the first system. Mr. Wright is recommending the board approve this purchase not to exceed \$90,000.00.

Ms. Wolff made a motion to approve the purchase of there (3) Stryker Powerload Patient Transport Systems at a cost not to exceed \$90,000.00, seconded by Mr. Tracy with all voting "AYE".

Mr. Wright advised the Fire Department is requesting approval to spend up to \$9,958.00 for the purchase of water rescue equipment that will focus on the safety equipment for victims and responders.

Mr. Tracy made a motion to approve the Fire Department to purchase water rescue equipment up to an amount of \$9,958.00, seconded by Ms. Wolff with all voting "AYE".

Mr. Wright advised the Fire Department is requesting to purchase flow meters that will allow the department to test fire hydrants at a cost not to exceed \$4,717.79.

Mr. Tracy made a motion to approve the Fire Department to purchase flow meters at a cost of \$4,717.79, seconded by Ms. Wolff with all voting "AYE".

Mr. Wright advised the Fire Department is requesting approval to submit for the Local Government Safety Capital Grant Program through the Ohio Development Services Agency in order to try to purchase an adult and pediatric Human Patient Simulator. Chief Kelly reminded the Board what these simulators do.

Ms. Wolff made a motion to approve the Fire/EMS Department to submit for the Local Government Safety Capital Grant for the possible purchase of Human Patient Simulators, seconded by Mr. Tracy with all voting "AYE".

Mr. Wright advised the Fire Department is requesting to enter into an agreement with ZH Commissioning to conduct an extensive review of the department's facilities that is focused on the various energy systems in all of the Fire/EMS buildings, the Public Safety Training Center and the Carr Building, and to review and oversee the mechanical, electrical and plumbing systems for the new Station 29 project. To review the current buildings will cost \$5,600.00 and to review and oversee the new Station 29 project will cost \$6,250.00. These will be two separate agreements since Station 29 is not an existing building.

Mr. Tracy made a motion to enter into an agreement with ZH Commissioning for the review of the various energy systems in the Fire/EMS buildings, the Public Safety Training Center and the Carr Building at a cost of \$5,600.00 and to authorize the Township Administrator to sign any documents on behalf of the Board, seconded by Ms. Wolff with all voting "AYE".

Mr. Tracy made a motion to enter into an agreement with ZH Commissioning to review and oversee the mechanical, electrical and plumbing systems for the new Station 29 at a cost of \$6,250.00 and to authorize the Township Administrator to sign any documents on behalf of the Board, seconded by Ms. Wolff with all voting "AYE".

Mr. Wright advised the brick chimney on the Police Department building is in need of repair. Chief Madsen received three bids for the work and is recommending the board approve the bid from Brickworks Masonry Service for the repairs at a cost not to exceed \$1,800.00.

**MIAMI TOWNSHIP BOARD OF TRUSTEES**

**MARCH 15, 2016**

Ms. Wolff made a motion to approve the bid from Brickworks Masonry Service for the repair of the chimney on the Police Department building at a cost not to exceed \$1,800.00, seconded by Mr. Tracy with all voting "AYE".

Mr. Wright noted the changes have been made to the Property Maintenance Code with regard to changing "civil citation" to "summons" process through the Police Department and the penalty section has been revised to incorporate "Minor Misdemeanor" fine levels per the Ohio Revised Code. It was noted that Mr. Elliff will assist Mr. Ferry's office in posting the necessary notices. Mr. Wright is recommending the Board adopt a resolution amending the Property Maintenance Code.

Mr. Tracy made a motion to adopt Resolution 2016-17 a resolution amending the Miami Township, Clermont County, Ohio Property Maintenance Code dispensing with the second reading and declaring an emergency, seconded by Ms. Wolff with all voting "AYE".

Initiation of re-zoning was taken off of the agenda.

Mr. Wright advised of the need to renew the street lighting district for Hunt Club 1.

Mr. Tracy made a motion to adopt Resolution 2016-19 a resolution providing for the procurement of a street lighting system, dispensing with the second reading and declaring an emergency, seconded by Mr. Schultz with Mr. Tracy and Mr. Schultz voting "AYE". Ms. Wolff abstained as she lives in Hunt Club.

Mr. Wright presented the following out of Township Travel requests: In the Police Department, to send Detective Terry Eshman to the Smartphone Forensics & Cellular Technology certification training, April 4<sup>th</sup> through 8<sup>th</sup> in Nashville, Tennessee at a cost not to exceed \$1,395.00

Ms. Wolff made a motion to grant the out of Township travel for Detective Terry Eshman as presented, seconded by Mr. Tracy with all voting "AYE".

In the Fire Department to send Jason Burbrink and Greg Ortman to the annual Zoll Summit Conference in Denver, Colorado from May 16 through May 20<sup>th</sup> at a cost not to exceed \$3,650.00.

Ms. Wolff made a motion to grant the out of Township travel for Jason Burbrink and Greg Ortman as presented, seconded by Mr. Tracy with all voting "AYE".

Mr. Wright presented an extension to the lease agreement with Milford Office Park Inc. for the temporary Station 29 facility. Our current lease is set to expire on March 31<sup>st</sup> and with the anticipation of having the new fire station built over the course of the next year, we have a need to continue leasing the current temporary space. The monthly rate will increase by \$60.00 per month making the new monthly payment \$1,560.00 per month. Law Director, Joe Braun, stated as long as paragraph 13 is taken out he would recommend the Board approve lease agreement as amended.

Mr. Tracy made a motion to extend our lease with Milford Office Park Inc. for one additional year, through March 31, 2017 at a rate of \$1,560.00 per month for the temporary Station 29 facility as amended, seconded by Ms. Wolff with all voting "AYE".

Mr. Wright advised the need to set a public hearing for a new street lighting district for Alpine Drive. Mr. Wright is recommending the public hearing be set for April 19, 2016 at 7:00 p.m. during their regularly scheduled business meeting.

Mr. Tracy made a motion to set April 19, 2016 at 7:00 p.m. for a public hearing for a street lighting district for Alpine Drive and any other business that may come before the Board, seconded by Ms. Wolff with all voting "AYE".

**MIAMI TOWNSHIP BOARD OF TRUSTEES**

**MARCH 15, 2016**

**Public Comment:** Mrs. Karen Wikoff, of the Milford Miami Township Chamber of Commerce, came forward to advise of upcoming events.

With no further business to come before the Board the meeting was adjourned at 8:15 p.m.

ATTEST: \_\_\_\_\_  
Eric C. Ferry, Fiscal Officer

\_\_\_\_\_  
Karl Schultz, Chairperson